

Central Wisconsin Community Action Council, Inc.

EPF&A Committee Meeting Minutes

July 13, 2018

Present: Dave Singer, Charlie Krupa, Muriel Harper, Donna Maly, and John Earl

Excused Absence: None

Staff: Fred Hebert, Kari Labansky, Wendy Schneider, and Donna Lynch

Guests: Renee Greenland and Sandy Wormet

1. John Earl called the meeting to order and roll call was taken with five members present.
2. Motion passed by unanimous vote approving the agenda and minutes of the June 8, 2018 EPF&A Committee meeting.
3. The committee went into Closed Session by unanimous roll call vote; non-committee members were allowed to remain. Motion passed by unanimous show of hands to resume in Open Session.
4. Kari presented the Finance Report. A comparison of the Revenues and Expenditures Statement for all of our apartment buildings from January 1st through June 30th reflected a substantial net increase from 2017 to 2018. Motion passed by unanimous vote to approve the Finance Report with thanks to Kari.
5. Committee members shared many positive comments regarding USDA Director, Frank Frassetto's visit to the June Board Meeting and 15 year Celebration of our Wisconsin Dells Office Building.
6. Fred provided background on how we started using CAP60, our new data management system. As a CSBG Organizational Standard requirement, this system was implemented January 1, 2018. Wendy provided a sample demographic from year-to-date data in the system. She also provided information on the Community Needs Assessment which is done every three years and due in 2019. Motion passed unanimously to approve the CAP60 report with thanks to Wendy.
7. Fred mentioned we will be reviewing our compliance with the CSBG Organizational Standards and will be having a desktop monitoring visit from the State on November 6th.
8. Secretary Eloise Anderson will be visiting our agency on Tuesday, July 17th at 1:30 pm; all board members are welcome to attend.
9. Fred mentioned the need to purchase another agency vehicle for staff to use in conducting agency business.
10. Meeting Adjourned - Next Meeting - Friday, August 10, 2018 @ 10:30 am